

CUSTOMER

REMITTO

KEEP THIS PORTION FOR YOUR RECORDS

DUE DATE	INVOICE DATE	TOTAL DUE	PAYMENT AMOUNT
11/15/18	09/30/18	2,297.59	
INVOICE NO.	REFERENCE NO.	CUSTOMER NO.	PAGE
26441		1000-00070	1

QUANTITY	ITEM CODE	DESCRIPTION	PRICE	AMOUNT
		REIMB DWNTWN PH1 ENG FY18		2,297.59

**TOTAL DUE**

2,297.59

# SURA Accounts Receivable

To be filled out by Grants and Projects Administrator for services or work conducted under a current grant contract

## REIMBURSEMENT ORGANIZATION INFORMATION:

Name: SURA

Address:

## Grant Project Information

Award Number: 3SURADOWN1

Work Performed: Downtown Phase I Engineering

Request Number: 01

Reimbursement Total: \$2,297.59

## ACCOUNTING INFORMATION: (Finance Department Only)

Debit: Amount:

Credit: Amount:

Debit: Amount:

Credit: Amount:

Debit: Amount:

Credit: Amount:

## Authorized By:

Grants and Projects Administrator:

Finance Director:



ATTACH ALL SUPPORTING DOCUMENTATION, INCLUDING COPIES OF INVOICES, AND PLACE IN FINANCE DIRECTOR'S BASKET FOR APPROVAL AND CODING. IF NECESSARY, FINANCE WILL CONTACT YOU FOR ANY ADDITIONAL INFORMATION.

**REIMBURSEMENTS ARE PROCESSED THE FIRST AND LAST WEEK OF EACH MONTH.**  
**PACKET MUST BE COMPLETE AND APPROVED BY DEPARTMENT HEAD PRIOR TO SUBMISSION**

**Downtown Revitalization - Phase I (Cedar Street)**  
**Engineering Expenditures - FY 2018**

Consultant - Engineering			
Organization	Invoice	Description	Expense
Century West	238291	PROF SVCS-ST REVERSION PH 1	\$ 2,297.59
Total			\$ 2,297.59

# SURA Accounts Payable

To be filled out and submitted if you are requesting payment for supplies or services rendered.

Payee: Century West Engineering

Project Name: Downtown Reversion Phase 1 - Construction

Grant Award Number: \_\_\_\_\_

Total Amount Invoiced: \$36,989.34

General Ledger Code: See Below

## AUTHORIZATION

1. Project Lead:	<u>[Signature]</u>	Date:	_____
2. Department Head:	<u>[Signature]</u>	Date:	<u>08/02/18</u>
3. Finance Director:	<u>[Signature]</u>	Date:	<u>8/2/18</u>
4. Grants Administrator:	<u>[Signature]</u>	Date:	<u>8/1/18</u>

Submission of this form is required if invoices are associated with any grant or financial assistance funded project. Grant AP Request Forms shall be submitted to the Grant and Projects Administrator.

01-8090-700-40715-801 = \$2,297.59

01-8090-700-40715-802 = \$5,304.83

01-8090-700-40715-804 = \$29,386.92

All = 3SURADWN1

\* HAND CHECK \*



## CITY OF SANDPOINT, SANDPOINT, ID 83864 (208)255-2828

3485 CENTURY WEST ENGINEERING CORP

Check No: 00020737

Date: 08/09/2018

Invoice Date	Invoice No.	PO No.	Description	Amount
06/29/18	238291		PROF SVCS-ST REVERSION E	36,989.34
06/29/18	238313		PROF SVCS-FARMIN'S LANDIN	14,795.00
08/02/18	238314		PROF SVCS-ST REVERSION E	25,457.98

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND • PADLOCK ICON DISAPPEARS WITH HEAT • FLUORESCENT FIBERS AND OTHER SECURITY FEATURES

## CITY OF SANDPOINT



1123 LAKE STREET • SANDPOINT, IDAHO 83864

WELLS FARGO BANK  
320 NORTH 4<sup>TH</sup> STREET  
SANDPOINT, ID 8386492-379  
1241

No. 020737

DATE 08/09/2018

PAY SEVENTY-SEVEN THOUSAND TWO HUNDRED FORTY-TWO DOLLARS &amp; 32 CENTS

AMOUNT OF CHECK  
\$77,242.32

NOT VALID AFTER 180 DAYS

TO THE  
ORDER  
OFCENTURY WEST ENGINEERING CORP  
5331 SW MACADAM AVE, STE 287  
PORTLAND, OR 97239  
Sarah Lynds, Treasurer  
Marce Peck

Marce Peck, Clerk

HUB RED  
IMAGEDISAPPEARS  
WITH HEAT

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All = 3SURADWN1

\* HAND CHECK \*





Century West Engineering Corp  
5331 SW Macadam Avenue, Suite 287  
Portland, OR 97239  
503-419-2130

Sandpoint, City of  
Amanda Wilson  
1123 Lake Street  
Sandpoint, ID 83864

Invoice number 238291  
Date 06/29/2018

Project **ST. REVERSION - PH1 CONST. ES**  
51004.001.11

*CONSTRUCTION*

For Professional Services Rendered Through 06/29/18

### Invoice Summary

Description	Total Billed	Current Billed
3101 PRE-CONSTRUCTION CONFERENCE	806.54	0.00
3102 SHOP DRAWINGS, SAMPLES, AND OTHER SUBMITTALS	8,223.31	5,304.83
3103 OBSERVATION OF CONSTRUCTION BY THE ENGINEER OF RECORD	2,024.95	1,713.42
3104 OBSERVATION OF CONSTRUCTION BY QUALIFIED CONSTRUCTION OBSERVER	33,440.36	27,673.50
3105 SUBSTANTIAL COMPLETION	0.00	0.00
3106 FINAL NOTICE OF ACCEPTABILITY OF THE WORK	0.00	0.00
3107 ADDITIONAL SERVICES AUTHORIZED BY CITY	<i>ENGINEERING</i> 2,297.59	2,297.59
Total	46,792.75	36,989.34

### 3102 Shop Drawings, Samples, and Other Submittals

#### Labor

	Hours	Billed Amount
Brehmeyer, Jesse		
123 EIT - Engineer in Training	0.50	45.48
Fuller, Dennis		
101 Principal	10.00	2,423.10
Labor subtotal	10.50	2,468.58

#### Consultant

	Units	Rate	Billed Amount
99 Sub Contractor			
Greenworks, PC Inc			1,515.00
			1,321.25
Subtotal			2,836.25
Subtotal			2,836.25
Consultant subtotal			2,836.25
Phase subtotal			5,304.83



# ENGINEERING

Sandpoint, City of  
Project **ST. REVERSION - PH1 CONST. ES 51004.001.11**

Invoice number 238291  
Date 06/29/2018

3103 Observation of Construction by the Engineer of Record  
Labor

	Hours	Billed Amount
Luttmann, Ryan J		
102 Senior Project Manager	11 00	1,713.42

3104 Observation of Construction by Qualified Construction Observer  
Labor

	Hours	Billed Amount
Brehmeyer, Jesse		
123 EIT - Engineer in Training	0.50	45.48
Chernak, Dawn L		
120 Receptionist	4.00	231.00
Hare, Sheri A		
118 Project Coordinator/Clerical II	3.50	343.26
Koenig, Chris		
-- Billable Labor	59 00	5,310.00
147 Engineering Tech/Inspector	228 50	20,565.00
Subtotal	287 50	25,875.00
Labor subtotal	295.50	26,494.74

## Expenses

	Units	Rate	Billed Amount
Vehicle Miles	400.00	0.545	218.00
	400.00	0.545	218.00
	426.00	0.545	232.17
	400.00	0.545	218.00
	122.00	0.545	66.49
	400.00	0.545	218.00
Subtotal	2,148.00		1,170.66
8.5x11 Photocopies	27.00	0.15	4.05
	27.00	0.15	4.05
Subtotal	54.00		8.10
Expenses subtotal			1,178.76
Phase subtotal			27,673.50

3107 Additional Services Authorized by City  
Labor

	Hours	Billed Amount
Luttmann, Ryan J		
102 Senior Project Manager	14.75	2,297.59





E N G I N E E R I N G

Sandpoint, City of

Project **ST. REVERSION - PH1 CONST. ES 51004.001.11**

Invoice number

238291

Date

06/29/2018

Invoice total

**36,989.34**

Approved by:

Luttmann, Ryan J

Senior Project Manager

07/26/18

ENTERED  
AUG 09 2018

Remit Payment To:  
5331 SW Macadam Ave. Suite 287  
Portland, OR 97239

Payments Are Due Within 30 Days From Invoice Date  
All Late Payments Are Subject To A 1.5% Service Charge

ENTERED  
AUG 09 2018

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01-8090-700-40715-802 = \$ 5,304<sup>83</sup>  
01-8090-700-40715-804 = \$ 29,386<sup>92</sup>  
\$ 36,989<sup>34</sup>

ALL = 350 RNDOWN



July 13, 2018

City of Sandpoint  
1123 Lake Street  
Sandpoint, ID 83864

Attention: Amanda Wilson, Public Works Director

Regarding: Invoice No. 238291

Dear Amanda:

Attached is **invoice 236906** for the Phase 1 Street Reversion Construction Engineering Services through June 29, 2018 in the amount of **\$36,989.34**. The Century West Engineering services includes time associated with performing the following services:

- Reviews and correspondence associated with project submittals for street furniture, structural soils, drainage piping, bike racks, and pavers. Our landscape architectural subconsultant review fees are included in this invoice.
- Periodic construction visits by the designated engineer of record at various stages of construction.
- Full-time construction observation by the Engineering Technician/Inspector during the approved contractor work schedule. Work included field checks of materials, attend project related meetings, providing daily field reports, reviewing pay estimates and informing the City of any mitigating actions to be required for any defective work observed. The invoice includes some additional time for office administrative support and document management. The contractor was authorized by the City to work 5 days per week between 6am and 6pm.
- Additional Services authorized by the City were performed by the engineer of record, associated with conduit depths at the fiber optic vault in front of the Frontier Building on Cedar Street between Second and Third Avenues, attend on-site meeting to discuss utility and seat wall conflicts, review options to resolve fiber/storm sewer conflicts, review sidewalk slopes and tie-ins to buildings, issue responses to RFI #7 *[Signature]*

The contracted amount for these services is not to exceed \$97,000 without prior authorization from the City and the additional services were estimated to not exceed \$30,000 for a total not to exceed amount of \$127,000. The total amount billed to date is \$46,792.75 and is summarized below:

Task	Current Invoice Billing	Total Billed to Date
Pre-Construction Conference	0.00	806.54
Shop Drawings, Samples and other Submittals	5,304.83	8,223.31
Observation of Construction by the Engineer of Record	1,713.42	2,024.95
Observation of Construction by Qualified Construction Observer	27,673.50	33,440.36
Substantial Completion	0.00	0.00
Final Notice of Acceptability of the Work	0.00	0.00
Additional Services	2,297.59	2,297.59
<b>Total</b>	<b>\$36,989.34</b>	<b>\$46,792.75</b>



Please call with any questions or concerns regarding this report.

Sincerely,

**CENTURY WEST ENGINEERING CORPORATION**

A handwritten signature in blue ink, reading "Ryan J. Luttmann".

Ryan J. Luttmann, P.E.  
Senior Project Manager